ARKANSAS DEPARTMENT OF EDUCATION

DIVISION OF ELEMENTARY AND SECONDARY EDUCATION

NITA M. LOWEY 21st CENTURY COMMUNITY LEARNING CENTERS

2021-2022 GRANT GUIDANCE

**Note: This guidance is subject to change as state and federal laws are updated.

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General Grant Information

PURPOSE OF 21st CCLC GRANTS

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (20 U.S.C. 7171-7176), the 21st CCLC program is designed to establish or expand community learning centers that:

1. Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging state academic standards;

2. Offer students a broad array of additional services, programs and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and

3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their student's education, including opportunities for literacy and related educational development.

The term "**community learning center**" means an entity that assists students to meet the challenging state academic standards by providing the students with academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session.

AUTHORIZED ACTIVITIES FOR COMMUNITY LEARNING CENTERS

Section 4205 – Local Authorized Activities (Must be aligned to Arkansas and local academic standards and local curricula that are designed to improve student academic achievement):
- Academic enrichment learning program;
- Mentoring programs;
- Remedial education activities;
- Tutoring services;
- Well-rounded education activities including such activities that enable students to be eligible for credit recovery or attainment;
- Literacy education programs including financial literacy and environmental literacy programs;
- Programs that support a healthy and active lifestyle including nutritional education and regular, structured physical activity programs;
- Services for individuals with disabilities;

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- Afterschool activities for students who are English learners that emphasize language skills and academic achievement;
- Cultural programs;
- Telecommunications and technology education programs;
- Expanded library service hours;
- Parenting skills programs that promote parental involvement and family literacy;
- Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement;
- Drug and violence prevention programs;
- Counseling programs;
- Programs that build skills in science, technology, engineering, and mathematics (STEM) including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching method; and
- Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2006 and the Workforce Innovation and Opportunity Act.

GRANT GUIDANCE DOCUMENT

This document is intended to provide guidance on compliance with statutory and regulatory requirements of the 21st CCLC program. This guidance should be read in conjunction with the United States Department of Education (USDE) Non-Regulatory Guidance for Title IV - Part B and the Education Department General Administrative Regulations (EDGAR), including the Uniform Grant Guidance (2 C.F.R. §200). **The information in this document replaces all prior guidance documents for Arkansas 21st CCLC programs.**

GRANT AWARDS AND DURATION

It is the intent of the Arkansas Division of Elementary and Secondary Education (DESE) to award grants of sufficient size and scope to support high quality, effective programs.

By statute, a 21st CCLC grant may not be made in an amount that is less than $50,000. The DESE will award competitive grants at a minimum of $50,000 to $150,000 per applicant, renewable annually for up to five consecutive years dependent upon an annual review of performance, providing that the program is able to demonstrate the following:

- Progress toward program goals;
- Meeting attendance goals within the awarded grant;
- Attendance of required personnel at mandatory trainings and professional development;
- Timely and accurate submission of all reports and data;
- Appropriate grant fund management consistent with the requirements of the statute and the operational requirements set forth in the Educational Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, US Non-Regulatory Guidance and the Arkansas Division of

Elementary and Secondary Education 21st Century Community Learning Centers Grant Guidelines;
- Maintenance of an acceptable program quality score as determined by the program quality assessment tool;
- Participation in required planning with data training and submittal of program improvement plans; and
- Program operation is in alignment with the awarded grant application serving the target population within the grant.

A program site location can only be served by one grant award. However, one grant can serve up to 3 locations if included in the awarded grant application and the same services and program times are offered at all site locations. Each site must have a site coordinator that is not shared with any other program or site.

The name of the subgrantee program must be the name associated with the DUNS registration. All documentation must use the subgrantee name for the duration of the program.

A subgrantee organization can receive a maximum of two (2) new grants per school year.

RENEWABILITY
The State does not practice renewability.

ELIGIBLE APPLICANTS
Entities eligible to receive 21st CCLC program funds include, but are not limited to:
- Local Educational Agencies (LEA) that are not virtual schools or academies;
- Indian Tribe or tribal organizations;
- Educational consortia;
- Non-Profit agencies;
- City or county government agencies;
- Community based organizations (CBO) and faith-based organizations (FBO);
- Institutions of higher education; and
- For-profit corporations.

Eligible applicants will serve students who attend **schools** that are eligible for designation as a Title I schoolwide program. Title I schoolwide programs are K-12 schools in which 40 percent or more of the students qualify to receive free or reduced-price meals through the National School Lunch Program. Each eligible entity receiving an award will use the funds to carry out a broad array of before- and after-school, summer, weekend and/or holiday activities that advance overall student achievement and support student success.

FAITH-BASED ORGANIZATIONS
Funds shall be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship or prayer. A faith based organization (FBO) may offer

such practices but not as part of the program receiving assistance and must comply with applicable cost accounting requirements to ensure that funds are not used to support religious activities.

PREVIOUSLY FUNDED APPLICANTS

Subgrantees may re-apply following the end of the original five-year grant cycle. To be eligible to apply for a new grant, applicants who have previously been funded must have satisfactory performance at the end of the fourth and fifth grant years and must have submitted all current year reports and data by the required deadlines at the time of the new application.

FUNDING ELIGIBILITY

The DESE awards sub-grants only to applicants primarily serving K-12 students who attend schools eligible for schoolwide Title I status. For the purpose of this application, Title I schoolwide status is defined as having at least 40 percent of students qualify to receive free or reduced-price meals through the National School Lunch Program. The DESE may award competitive priority points to all applicants meeting certain conditions. Conditions will be outlined in the application and based upon program priorities or other relative data.

REQUIRED REGISTRATION

All applicants must have both a Data Universal Numbering System (DUNS) and a valid Taxpayer Identification Number (TIN) registered in the System for Award Management (SAM), the U.S. Federal Government's primary registrant database. Each applicant must maintain an active SAM registration that will be verified by DESE program staff before an application is deemed eligible for funding. DUNS number assignment is free and is required to receive funds from the DESE. DUNS numbers can be obtained at www.dandb.com. DESE staff will verify that potential grant recipients are not suspended or debarred or otherwise excluded by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) prior to entering into the agreement. The electronic version of EPLS is located on the www.sam.gov website.

STATE STUDENT IDENTIFICATION NUMBERS

The primary purpose of 21st CCLC programs is to provide academic support and enrichment for students attending high poverty and low achieving schools. Each year the USDE measures the academic growth of students attending 21st CCLC programs. DESE utilizes the ten-digit State identification number to pair program attendance data to student achievement data. Therefore, programs are required to submit the ten-digit State identification number to DESE for each student attending the program from the grant awarded site. Programs will need to require the number for program enrollment or have an agreement with the school district they are serving to provide the ID numbers. Failure to obtain ten-digit State identification numbers upon student enrollment will result in the site being suspended and/or program closure.

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SUBGRANTING

Organizations awarded 21st CCLC grants must be equipped and prepared to provide programs and services to students. Subcontracting the program or grant responsibilities is not allowed.

LOCATION OF PROGRAMS

A community learning center may be located in a facility other than a public school building. However, the facility must be at least as available to the participants as if the program were located in a public school. Whether the program takes place in a school building or other facility, the applicant must have a plan of how students will travel safely to and from the 21st CCLC program and home. Transportation cannot be a barrier for students participating in the program. Subgrantees should be prepared to offer daily transportation to 21st CCLC participants during programming.

PROGRAM OPERATION TIMES

21st CCLC programs must offer services during non-school hours or periods when school is not in session. This time may include before and/or after school, evenings, weekends, school vacations and/or summer. All subgrantees must submit a Site Profile and Calendar and Master Schedule indicating the days of programming and the services that will be offered.

New subgrantees must be in operation by October 1st the first year grant funds are received. Subgrantees in the second year of funding and beyond must be in operation by September 15th.

SUMMER ONLY PROGRAMS *(NO LONGER AWARDING ANY NEW GRANTS)*

This guidance is for existing Summer Only programs. Programs should begin at the end of the first grant year and may operate between May 15 and August 15. Expenditures may be incurred between May 1 and August 31. If expenditures are incurred outside of this timeframe, prior approval must be received from DESE and documentation must support the work completed. Budgets will follow the fiscal year of July 1 to June 30. Budgets for the following year will be due by June 15. All end-of-year reports will be due by September 10.

PUBLIC RECORDS

All correspondence and submitted grant applications are subject to the Arkansas Freedom of Information Act (FOIA) and will be disclosed to a third party by request.

NOTICE: Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result, without limitation, in the following:
1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board;
2. Referral to Arkansas Legislative Audit;
3. Referral to the Prosecuting Attorney in the district where the program is located;
4. Referral to the Federal Bureau of Investigation.

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Grant Finance

GENERAL FINANCIAL GUIDELINES

1. All spending of 21st CCLC funds must adhere to the following federal and state guidelines and be clearly tied to the goals and objectives of the program:
   - Education Department General Administrative Regulations (EDGAR) https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html
   - Office of Management and Budget Guidance for Grants and Agreements (OMB Circulars) https://www.whitehouse.gov/omb/information-for-agencies/circulars/ (2 C.F.R. Part 200)
   - Arkansas DESE Discretionary Grant Procedures
   - United States Department of Education (USDE) 21st CCLC Non-Regulatory Guidance
   - Arkansas Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Grant Guidance for the current year

2. Subgrantees must maintain effective control over, and accountability for, all funds, property, and other assets. Subgrantees must adequately safeguard all assets and assure that they are used solely for authorized purposes.

3. All costs must be reasonable and necessary to carry out the program and directly linked to the size and scope of the program and to specific goals, objectives and activities.

4. LEA subgrantees shall follow all district policies. These include, but are not limited to: purchasing, hiring of personnel, travel and professional development opportunities. LEA subgrantees shall follow purchase order and/or expenditure policies of the school district.

5. Non-LEA subgrantees shall comply with general applicable cost accounting requirements to ensure that funds are used only to support applicable activities.

USE OF FUNDS

Funds must be used solely for the purpose of creating local community learning centers that provide students and their families with the activities that reinforce the regular academic program and a broad array of other activities designed to complement the school-day programs and advance student achievement.

Grant funds must be used only to supplement, not supplant, any federal, state or local funds currently being used to support activities allowable under the 21st CCLC program. **All costs must be reasonable, necessary, allocable and properly documented to carry out the program.** Costs must be directly linked to the size and scope of the program and to specific goals, objectives and activities.

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Program expenditures will be reimbursed rather than forward funded. Applicants must have sufficient funds from which to spend and sustain services until the claim for reimbursement can be submitted, processed, approved and reimbursed. Program expenditure documentation is required to be uploaded monthly through Indistar. Funds will not be reimbursed without proper documentation. This includes timesheets, other required data entries, monthly expenditures, etc.

BUDGETS

Funding will be awarded for a grant period of up to five (5) years based on the USDE budget appropriations. DESE is required to monitor all 21st CCLC program funds. Funds are monitored through yearly budget justification narrative, the mid-year (semi-annual expenditure report) and end-of-year budget reports (final expenditure report) as well as monthly throughout the year.

All spending must follow the approved 21st CCLC budget justification narrative. **Expenditures made without budget approval within the budget justification narrative and within Indistar will not be reimbursed. Expenditures made that exceed the budget amount will not be reimbursed. Budget amendments can be requested at any time during the year by submitting the *Budget Amendment Request Form* located in Indistar.**

BUDGET JUSTIFICATION NARRATIVE

Programs must justify requests based on the length and intensity of services proposed and the number of youth and families being served. Regardless of the size of the grant, proposed costs must be reasonable and necessary to carry out the program's purposes and objectives. The justification narrative should clarify the cost of items and resources (staff, materials, trainings, etc.) for the proposed activities of the grant funds for the year. The codes listed in Appendix C are the codes used by Arkansas Public School Computer Network (APSCN). CBOs, FBOs, and other entities may not have the same codes available. However, programs should stay within the same line item descriptions. Consult the district and/or the organization's financial officer for assistance on budget items.

MONTHLY EXPENDITURE REPORTING

Subgrantees are required to upload expenditure documentation in Indistar by the 5th of each month. Reimbursements will not be made without correct, adequate, and timely documentation submission. **DESE will pay reimbursements that need correcting the following month.** After approval has been given by DESE and changes to the item and/or total amounts have occurred, changes should be documented in Indistar under the approved purchase request.

STAFF SALARIES

All employees working for 21st CCLC subgrantee programs will be paid hourly. Site coordinators and program directors cannot exceed 25 hours per week. Site coordinators' timesheets should reflect program operation hours. Beginning June 2022, program directors' timesheet should reflect program operation hours as well. 20 hours per week is the maximum amount that can be claimed by other 21st CCLC staff. Total salaries and

employer taxes (Social Security, Medicare and Arkansas Teacher Retirement) cannot exceed 70% of the total yearly budget. Each program must have a yearly Pay Rate Schedule (found in Indistar) approved by DESE 21st CCLC staff prior to the first payroll.

21st CCLC subgrantees are required to pay employer taxes (Social Security and Medicare) for each employee and withhold Social Security and Medicare taxes from wages. School district subgrantees are required to pay Arkansas Teacher Retirement matching. Insurance for part-time employees (less than 30 hours per week) including health, dental, vision, life, and unemployment is not allowable with 21st CCLC funds.

All employees must document time worked in a 21st CCLC program on the timesheet located in Indistar. **All timesheets must be typed** and the time worked should be recorded in fifteen (15) minute (quarterly) increments. Timesheets must be signed by both the employee and the employee's direct supervisor in the program. The superintendent or district designee should sign timesheets for program directors. Reimbursements for salary expenditures will not be made without completed timesheets. For example, timesheets missing any signatures, start and ending times, and dates for time claimed are not complete.

All 21st CCLC staff, including program directors and site coordinators, must submit a Documentation of Time Worked During Non-Programming Hours Form for any time worked outside of regular program hours. This form should be submitted monthly with the timesheet of any staff claiming time outside of program hours. The details provided should match the amount of time claimed. Failure to provide timely and complete documentation will result in non-reimbursement.

ITEMIZED RECEIPTS

Subgrantees must be able to account for the receipt, obligation and expenditure of grant funds. Itemized receipts must be kept for all purchases and be readable. A credit card receipt or monthly statement is not sufficient documentation and will not be reimbursed. Receipts should list 21st CCLC expenditures only. **Receipts splitting costs between different funds will not be reimbursed unless prior approval was granted.**

RECEIVING GRANT FUNDS

Programs will operate on a reimbursement basis. Non-LEA subgrantees will need to obtain initial start-up funding to cover program expenditures and two months of payroll. All subgrantees are required to submit documentation for prior month expenditures in Indistar by the 5th of each month. Supporting documentation for all expenditures is required. Expenditures without appropriate documentation and itemized receipts will not be reimbursed. Documents must include vendor name and address, description of services or materials purchased, and amount of each item and total amount of the purchase.

Documentation must be submitted in Indistar by the 5th of each month for the previous month's expenditures. Expenditures submitted for the previous month should be from the first to the last day of the month *(ex: August 1st – 31st).* The required 21st CCLC forms must be used when submitting expenditure

documentation and changes to the form should not be made without prior approval from DESE.

Programs that fail to submit correct documentation by the deadline will be notified by DESE of the noncompliance along with any additional conditions imposed on the subgrantee. If noncompliance cannot be remedied by the imposing of additional conditions, DESE may take additional actions as outlined in 2 C.F.R. §200.339, including suspension or termination of the grant award.

STUDENT PARTICIPATION FEES
21st CCLC programs may **not** charge participation fees during the grant program and grant period.   Programs must be equally accessible to **all** students targeted for services.

PROGRAM ATTENDANCE
Studies have shown that the more a student participates in afterschool programs, the more likely they are to show academic and social gains. To allow youth to take advantage of all that 21st CCLC programs offer, there must be steady attendance and access to programs over a significant period of time. Subgrantees are expected to develop and communicate policies to the parents that emphasize the importance of regular daily attendance in the 21st CCLC program.

Student attendance records from the grant awarded site, including daily hours of participation by activity, must be maintained by all subgrantees. Attendance must be kept for every student enrolled in the program. *For School Year Grants, a program year is programming during the summer, fall and spring (June 1st – May 31st).* Documentation of students signing in and out each day and attendance in each activity must be maintained by the program. Standard grant award amounts are designed for programs with an average daily attendance of 100 students. After the first year of grant funding, award amounts will be adjusted yearly according to the following scale based on the average daily attendance from the prior year.

Average Daily Attendance	Year 2	Year 3	Year 4	Year 5
80-100 Students	$150,000	$120,000	$120,000	$120,000
60-79 Students	$120,000	$96,000	$96,000	$96,000
40-59 Students	$90,000	$72,000	$72,000	$72,000
20-39 Students	$75,000	$60,000	$60,000	$60,000
Below 20 Students	$60,000	$50,000	$50,000	$50,000

Due to COVID-19, all programs, except for Summer Only Grants, operating during the 2021-2022 program year will receive an allocation of $150,000 plus carryover

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from 2020-2021 to support program staff in closing the achievement gaps with students. Staffing and carryover requirements will remain the same.

PRIOR APPROVAL FOR PURCHASES
Prior approval must be received for ALL purchases. Purchase requests must be submitted in Indistar under *Purchase Requests* for DESE review.

REIMBURSEMENTS TO STAFF
Reimbursements to staff, other than travel, should be limited. Reimbursements must be submitted using the *Staff Reimbursement Form*, located in Indistar, along with itemized receipts. The program director and/or site coordinator must approve all reimbursements before submitting to DESE. Reimbursements should never be made in a cash payment.

TRAVEL EXPENSES
Program funds may be used to pay for employee travel expenses while attending required meetings, trainings, or professional development. *Conference and Professional Development Request Form,* located in Indistar, must be submitted to DESE for prior approval before attending. Reimbursements made to staff for travel expenses must follow a school district's or an organization's fiscal policies to process the reimbursement. The General Services Administration (GSA) per diem rates (www.gsa.gov/travel) should be used and grant recipients must follow Federal travel regulations or the entities written travel policy, whichever is most restrictive, for the reimbursement of meals and lodging.

For meals and lodging, only actual travel expenses may be claimed up to the daily travel maximums for meals and lodging listed in the GSA Per Diem Rates provided on the U.S. General Services Administration website. Meals will only be reimbursed if there is an overnight stay. Up to 75% of per diem rate can be reimbursed for the first and last days of travel. Employees must pay for their own meals and submit expenditures on the *Travel Reimbursement Request Form*.

The DESE Grant Program Coordinator (GPC) can and may, as a part of the monitoring process, **request actual receipts for meals and lodging for travel expenditures. Travel receipts must be retained and available for review upon request for a period of five years following the end of the grant award period.** For mileage reimbursement purposes, the rate of mileage reimbursement will be limited to the current mileage rates for the State of Arkansas listed on Arkansas State Government website.

Expenses for overnight stays while attending professional development and/or training are only allowable if the destination is at least 50 miles from the program site, unless prior approval is granted.

UNALLOWABLE EXPENDITURES
Unallowable expenditures include, but are not limited to:
- Food for meals and any other purpose
- Clothing of any kind, including t-shirts, costumes or staff uniforms

- Activities that are considered entertainment including amusement parks, water parks, restaurants, movies, party centers, video games, eSports, skating, fishing, ice capades, zip-lining, escape rooms, camping, concerts, plays, theater tickets, and any other forms of entertainment not noted
- Membership fees or any type of license for staff or students
- Donations to other organizations, causes or activities
- Tuition or fees for college classes
- Maintenance supplies or equipment (Indirect Costs can cover this expense)
- Decorative items or holiday décor
- Promotional or marketing items such as pens, bags, cups, flags or banners, etc.
- Expenses not directly or clearly related to the program
- Rental cars during travel
- Paying wages before time and after time is actually worked
- Staff being paid while working at another position during the same hours of operation of the 21st CCLC program
- Expenses for individuals that are not program employees
- Fuel for automobiles
- Facilities or vehicles
- Paying program employees as contract labor (Taxes must be paid on all employees)
- Postage and/or postage machine lease
- Salary paid to the superintendent
- Insurance for part-time employees (less than 30 hours per week) including health, dental, vision, life, and unemployment
- Travel expenses of individuals not involved with the program
- Lobbying
- Fees for grant writing services
- Interest or late fees on credit cards
- New construction, capital improvement or renovations
- Technology infrastructure and hotspots
- Bonuses or incentives including cash, material items or gift cards
- Incentives and rewards for students
- Employee bonuses
- Non-academic field trips and entertainment such as amusement, diversion and social activities
- Gift cards
- Cash advances
- Student meals at restaurants
- Overnight field trips
- Any activities taking place during the regular school day
- Any spending that results in supplanting of state or local funds
- No advance payments for services or products
- Making money off 21st CCLC projects
- Club or organization fees and competition

ALLOWABLE EXPENDITURES

Examples of allowable expenditures include, but are not limited to:

- Salaries and employer taxes (FICA and Medicare) for program staff
- Professional development activities, including travel
- Field Trips that are aligned to program goals
- Educational equipment required for implementing program activities
- Materials and supplies associated with program activities
- Student transportation (The cost per mile given within the guidance is the maximum amount that can be used.)
- Indirect Costs (Cost is determined by expenditures and not total yearly budget)
- Academic enrichment learning programs, mentoring programs, remedial education activities and tutoring services that are aligned with state and local standards
- Programs that build skills in science, technology, engineering and mathematics (STEM), including computer science and programs that foster innovation in learning by supporting non-traditional STEM teaching methods
- Participation in the arts, including visual art, music, dance and drama
- Literacy education programs, including financial and environmental literacy programs
- Programs that support a healthy lifestyle, including nutritional education and regular structured physical activity programs
- Service for individuals with disabilities
- Programs that provide activities for students who are English learners that emphasize language skills and academic achievement
- Development of physical fitness and motor skills through physical activity
- Opportunities for problem-solving that strengthen decision-making and higher level thinking skills
- Cultural programs
- Technology programs
- Parenting skills programs that promote parental engagement and family literacy
- Background and Child Maltreatment Checks for 21st CCLC program employees

SNACKS OR MEALS FOR STUDENTS

21ST CCLC funds cannot be used to provide snacks or meals for students. Programs are encouraged to work with school district cafeteria staff or other meal providers (Appendix F: Health and Nutrition Programs) to provide snacks or meals for students during the program. Growing vegetables and fruits for the program is not allowed.

GENERATING ADDITIONAL INCOME

Subgrantees may not use program funds or materials and supplies to generate money. This includes but is not limited to making, donating, and/or selling t-shirts, baked goods, plants, artwork, jewelry, etc. Fundraisers to generate additional income are not allowable.

INDIRECT COSTS

Indirect costs consist of administrative activities necessary for the general operation of the agency such as salaries and benefits of administrative staff, bookkeeper, controller, etc., dues/membership fees, postage, subscriptions, general office supplies, phone, utilities, internet, rent, janitorial services, property/liability insurance, repairs, maintenance and postage machines. Indirect costs can be taken each month as a percentage of monthly expenditures (not the total budget). Total indirect costs, based on total expenditures for the year, cannot exceed 12% of the total budget for non-LEA programs. LEAs must use the current Restrictive Indirect Cost Rate published each year in the DESE Commissioner's Memos. It is the LEA's responsibility to use the most up-to-date rate.

CARRYOVER

Beginning 2021-2022 program year, programs may carryover up to 15% of the current year allocation into the next fiscal year. The current year allocation is the amount without any previous year carryover. Carryover exceeding 15% of the current year allocation will not be allowed. Funds exceeding the 15% will be collected and redistributed to participating grantees. Programs in the last year of their grant cycle will not be allowed to carryover funding.

DESE expects programs to use the yearly funding allotment to provide exceptional programming for students that aligns to the awarded grant application, which supports students' academic growth and achievement through enriching programs and activities.

PROGRAM INVENTORY

Programs are responsible for maintaining effective control over, and accountability for all funds, property and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.

All programs will maintain a current inventory list. As directed by the USDE Uniform Grant Guidance, the inventory should include all non-consumable items purchased with 21st CCLC funds. Non-consumable products include items that will cost $100.00 or more and last beyond one year of the program. All materials should be securely and appropriately stored and must be labeled as 21st CCLC property. Inventory list in Indistar should be updated as materials and equipment are purchased and received.

Upon completion of the program or early closure of a program, the program assets remain the property of the USDE. It is the common practice for DESE to work with the subgrantee to reassign assets to other federal programs where the participating students attend. If the grantee is awarded another grant upon completing the five years, the inventory remains at the site and becomes a part of the new inventory for the new grant award.

The following information must be included on the inventory list:
- Description of Equipment
- Serial Number

- Acquisition Date
- Acquisition Cost
- Location of Purchase
- Federal Use Percentage
- Current Condition of Item
- Disposal Date

For further guidance, please refer to the USDE Uniform Grant Guidance, 2 C.F.R., part 200 for disposition regulations.

AUDIT REQUIREMENT

A non-federal entity that expends $750,000 or more during the non-federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the Education Department General Administrative Regulations (EDGAR). Audit results must be submitted to the DESE annually.

RECORDS RETENTION

21st CCLC programs are required to maintain financial records and program documentation for a period of five years following the end the grant.

FINAL YEAR OF FUNDING

Programs that are in year five of their funding cycle and/or have a 2021-2022 mini grant must adhere to the following:
- Program operation and spending must end by May 31, 2022;
- All final budget reports and end of the year documentation should be submitted by June 30, 2022;
- Spending should follow the approved budget justification narrative. Spending to deplete funds is not allowed; and
- Any cash on hand from grant funds will be reimbursed to the DESE.

NOTICE: Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result, without limitation, in the following:
1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board;
2. Referral to Arkansas Legislative Audit;
3. Referral to the Prosecuting Attorney in the district where the program is located;
4. Referral to the Federal Bureau of Investigation.

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PROGRAMMING

PROGRAM GOALS
Performance goals for all 21st CCLC programs include:
1. Improve academic outcomes in content areas for attending participants.
2. Improve the personal competencies of students attending the program including social interaction and skills, emotional management and control, self-efficacy, empathy for others, work habits and reflection.
3. Provide active and meaningful engagement for families to engage in their student's education.

PROGRAM DESIGN
The purpose of 21st CCLC grants is to fund quality out-of-school programs that provide opportunities for academic enrichment and tutorial services to help students meet state academic standards.

Other programs, activities and services that can be offered include youth development activities, service learning, nutrition and health education, drug and violence prevention, counseling, arts, music, physical fitness and wellness, technology education, financial literacy, environmental literacy, mathematics, science, career and technical programs and internship or apprenticeship programs. All activities should reinforce and complement the regular academic program of participating students.

Programs are also required to offer families of students served by community learning centers opportunities for active and meaningful engagement in their student's education, including opportunities for literacy and related education development.

HOURS OF OPERATION
21st CCLC programs must offer services during non-school hours or periods when school is not in session. This time may include one or more hours before school, after school, evenings, weekends, school vacations and/or summer. **Subgrantees are required to provide at least 300 hours of programming for students during each year of the grant.** Program hours for the year accumulate from June 1st to May 31st. Programs will be required to submit a Site Profile and Calendar Form and a master schedule to DESE for review and approval. DESE 21st CCLC staff should be notified immediately of any calendar and/or schedule changes.

Subgrantees in the first year of funding must be open and serving students by October 1st. Subgrantees in the second year of funding and beyond must be open and serving students by September 15th.

ENROLLMENT
Students who attend the targeted school from the awarded grant application may be enrolled in the 21st CCLC program. Private school and home school students residing in the attendance area of the targeted school shall be given an opportunity to enroll in the program. In order for students to enroll, they must have or will obtain a ten-digit State

identification number (ID) before enrolling. If a private or home school student that resides in the attendance area of the targeted school wants to enroll in the 21st CCLC program and does not have a ten-digit State ID number, they must go through the targeted school and/or district to obtain it. In order to create a ten-digit State ID number in e-School, the school and/or district will have to key the student and their demographic information into e-School. The principal and/or superintendent of the district will be able to provide guidance on who to contact to complete this process.

If a site would like to provide programming for students outside of the targeted school in the awarded grant, the site must notify and review with DESE the reason for adding students outside of the targeted school and school attendance area. If DESE finds the request reasonable, necessary, and allocable, the site will go through the Amendment Process *(Amendment Process, page 33)*. If DESE is not notified prior to adding additional students outside of the targeted school site, the site will be suspended until further notice due to failure to comply with Federal and State guidelines.

FIELD TRIPS
Field trips are allowable but should not be the focus or provide daily activities for programming. They should be linked to academic learning and relate to the program activities outlined in the original grant application and current program curriculum. Due to COVID-19, field trips will be reviewed by DESE based on the current Centers for Disease Control and Prevention (CDC), Federal, State, and Local guidelines. All field trips should be outlined in the budget justification narrative. **ALL field trip requests must be submitted for approval at least two weeks prior to the date of the trip using the** *Field Trip Request Form* **which is located in Indistar. Taking students out to eat or purchasing food or drinks is not allowable.**

Field trips that are aligned to program goals are allowed with the following exceptions:
- Swimming activities must be held at a licensed facility with lifeguards on duty.
- No activities on a river, lake, pond, or creek.
- Activities should not impose unnecessary health or safety risks.
- Activities must be academic and health related. Entertainment activities such as amusement parks, water parks, restaurants, movies, party centers, escape rooms, video games, skating, zip lining, camping, miniature golf, sporting events, concerts, plays, theaters, fishing, or ice capades will not be allowable.
- No overnight field trips.

PURCHASE SERVICES
When a program contracts services for enrichment, activities or other services, it is described as a purchase service. **Prior approval for any vendor used within the 21st CCLC program must be given before vendor can provide services**. An email request for approval must be sent to the DESE 21st CCLC Staff which includes vendor professional qualifications, license/certification information, and a taxpayer ID for the business providing the professional service. **Vendors cannot be 21st CCLC program employees.**

All payments made for approved contract labor or purchase services must have **supporting documentation that includes a detailed description of services to be provided, dates and times that services will be delivered, duration of the service, and the number of students that will receive the service.** If a site is utilizing a vendor from the prior year, DESE and/or program has documentation of prior approval, and it has been documented in Indistar, an approval is not needed unless changes to the services has been made to the contract.

FAMILY ENGAGEMENT

A required component of 21st CCLC programs is to offer families of students served by community learning centers opportunities for active and meaningful engagement in their student's education, including opportunities for literacy and related educational development. Subgrantees are required to provide opportunities to allow families and communities to engage and support the learning of students. "Family Nights" where families are only involved in an observation activity should not be the only type of activities provided for families. DESE Parent and Family Engagement staff has provided an online Family and Community Engagement Framework and Toolkit as a resource for families and communities around the state.

Documentation (agendas, sign-in sheets, etc.) of all family engagement opportunities must kept throughout the duration of the grant and five years after the grant cycle has ended.

https://sites.google.com/view/engagementmattersar

NOTICE: Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result, without limitation, in the following:
1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board;
2. Referral to Arkansas Legislative Audit;
3. Referral to the Prosecuting Attorney in the district where the program is located;
4. Referral to the Federal Bureau of Investigation.

STAFFING

WAGES AND WORK SCHEDULES

All employees working for 21st CCLC subgrantee programs will be paid hourly. **Staff to student ratios should be at a minimum of 1:10 and no more than 1:15 for all activities.**

Total salaries and employer taxes (Social Security and Medicare) for each 21st CCLC program must not exceed 70% of the total yearly budget. Program directors and site coordinators cannot exceed 25 hours per week (Sunday – Saturday). Co-site coordinators must share the 25 hours per week (no more than 12.5 hours each per week). Staff may not exceed 20 hours per week (Sunday – Saturday). Site coordinators and other staff hours must be during the time the program is in operation. **All 21st CCLC staff, including program directors and site coordinators, must submit a Documentation of Time Worked During Non-Programming Hours Form for any time worked outside of regular program hours. This form should be submitted monthly with the timesheet for any staff claiming time outside of program hours. The details provided should match the amount of time claimed. Failure to provide timely and complete documentation will result in non-reimbursement**.

For Summer Only grants, program staff can work up to 40 hours per week for 8 weeks between May 15 and August 15.

Hours worked for the program must be outside of the regular school day of the site(s) designated in the grant application. **Hours claimed during the regular school day, during school contract hours, and/or during another work contract will not be reimbursed.** For program directors and/or site coordinators that are not school district employees and want to work before the start of the program (no more than 2 hours), must provide detailed justification of time on the Documentation of Time Worked During Non-Programming Hours Form. This form must accompany each employees' timesheet that claim hours outside of programming.

Timesheets for all employees must be uploaded for the prior month in Indistar within the Salary Expenditure Documentation Folder. The time submitted should reflect the beginning and end of the month. (*For an example, time should be submitted for September 1st to September 30th, October 1st to October 31st, and November 1st to November 30th*). Time submitted to Indistar should not reflect a LEA's pay period but the time worked in the program.

Building or school district administrators cannot be paid for simply being on-site during the program. If it is not during contract time, they can be paid for filling the positions of site coordinator, program director or teacher. They must be paid outside of contracted time.

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HIGH SCHOOL STUDENTS WORKING IN THE PROGRAM

Programs may employ high school students that are in grades 11 or 12 only. Students must follow the same background check requirements as other employees. Employed high school students must be accompanied by a 21st CCLC staff (certified and/or non-certified) employee during program hours.

PAY RATE SCHEDULES

Each program must have a *Pay Rate Schedule* (found in Indistar) approved by DESE that lists hourly rates of all positions in the program. Payments to staff at hourly rates not listed on the approved schedule, at the time the work is completed, will not be reimbursed. A specific amount must be designated for each position employed in the program. A range for the hourly rate is not acceptable and will not be approved. An example is provided in the chart below.

POSITION	HOURLY RATE	
Classified Staff	$11.50 - $13.00 (depending on experience)	**UNACCEPTABLE**
Classified Staff (2 years' experience)	$12.00	**ACCEPTABLE**

BACKGROUND CHECKS

All 21st CCLC program employees are required to submit the necessary paperwork to the program director within thirty days of employment to begin background checks with the Arkansas State Police, FBI **and** Arkansas Child Maltreatment Central Registry. All three checks are required for employment with a 21st CCLC program.

Employees who have been found guilty, pled guilty or nolo contendere to any of the offenses listed in A.C.A. 6-17-410 (c) in any state or federal court will not be eligible for employment or to volunteer in a 21st CCLC program. Background checks not returned within three months of the first day of employment in a 21st CCLC program must be suspended without pay until clear background checks are received by the program director. Any employee who has a true report in the Child Maltreatment Registry cannot be employed or allowed to volunteer in a 21st CCLC program.

Volunteers must complete the Arkansas Child Maltreatment Central Registry check each school year in which they participate in the program.

Information for completing background checks are outlined in Appendix D. Employees must complete background checks at least once during each grant cycle (grant cycle = 5 years).

REQUIRED POSITIONS

The careful selection and hiring of appropriate personnel to conduct and manage the program services and activities described in the application is imperative. Program staff must be **qualified and experienced in teaching** and/or providing positive youth development services. All persons, employees, volunteers and contracted personnel

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must have a current child abuse (Arkansas Child Maltreatment) and criminal background checks on file.

Up to 70% of the current year budget may be used for staff salaries and benefits. As per federal law, all programs will be required to pay employer Social Security (6.2%) and Medicare taxes (1.45%) for all employees. In addition, programs will withhold and submit Social Security (6.2%) and Medicare taxes (1.45%) from all employee wages.

All programs are required to have a program director and a site coordinator to fulfill certain responsibilities. The program director may serve multiple sites but the site coordinator can only work for one program site since they are required to be present during program hours. The program director can perform the roles of program director and site coordinator. If the program director serves both roles, the program director must be on-site during all programming.

The program director and site coordinator can work a maximum of 25 hours per week (Sunday-Saturday). Staff cannot exceed 20 hours per week (Sunday-Saturday) and must be present during programming times.

PROGRAM DIRECTOR RESPONSIBILITIES

- Beginning June 2022, program director must be present and on-site during program hours
- Hire, oversee activities, and supervise staff
- Create, monitor and submit required data and budget reports to DESE
- Monitor program finance
- Ensure program is in compliance with federal, state and grant guidelines
- Secure necessary resources for program delivery
- Attend required professional development
- Coordinate payment of staff
- Maintain accurate records, documentation, files, and data systems for grant reporting
- Communicate with school staff and administration to provide program and student updates
- Reviews and ensures monthly Indistar uploads and are correct before submission to DESE
- Ensure that data in Cayen is accurate, submitted daily, and is up-to-date
- Ensures staff have completed all background, child maltreatment checks and Conflict of Interest forms
- Ensure on-going collaboration with the school day staff of the targeted school(s)
- Ensures that identified staff are trained in CPR *(maximum of 3 employees can be trained unless prior approval was given by DESE)*

SITE COORDINATOR RESPONSIBILITIES *(Can have up to 2 per program)*

- Must be present during program hours to oversee activities and supervise staff
- Facilitates the development of the daily program schedule and curriculum
- Ensures program includes activities that contribute to the academic, cognitive, social, emotional, and physical well-being and growth of each student

- Ensures that program activities align to the goals and objective in the awarded grant
- Facilitates staff meetings to review progress toward program goals, debrief activities, communicate expectations, and review program evaluations
- Ensures activities are aligned to state curriculum standards and are age appropriate
- Ensures children and youth are supervised at all times by qualified adults
- Coordinates family and community engagement meetings and/or trainings that allow these stakeholders to engage in the learning of students (it should not be limited to events only)
- Ensures that required drills take place in accordance to the site's policies and procedures

Subgrantees should promptly report any personnel changes in program administration (program director and/or site coordinator) to DESE 21st CCLC staff using the *Key Staff Changes* form located in Indistar.

NOTICE: Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result, without limitation, in the following:
1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board;
2. Referral to Arkansas Legislative Audit;
3. Referral to the Prosecuting Attorney in the district where the program is located;
4. Referral to the Federal Bureau of Investigation.

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REQUIREMENTS & REPORTING

REQUIRED DATA REPORTING

Subgrantees are required to collect data that will assist in analyzing, refining and assessing programs based on the impact of the activities and quality of programming. Required data submissions include, but may not be limited to:

- Youth and School Age Program Quality Assessments (YPQA and SPQA)
- External Program Quality Assessments (EPQA)
- Stakeholder Surveys
- Attendance Data
- Program Improvement Plans (PIP)
- Grant Program Performance Report
- Sustainability Plan (updated yearly)
- Summer, Fall, and Spring Program Annual Performance Report (APR) Data
  - **Government Performance and Results Act (GPRA)** – measures established by Congress to assess the performance of the 21st CCLC program. The U.S. Department of Education reports annually on these measures to Congress.
    - **GPRA #1 – Academic Achievement**
      - Percentage of students in grade 4-8 participating in 21st CCLC programming during the school year and summer who demonstrate growth in reading and language arts on State assessments.
      - Percentage of students in grade 4-8 participating in 21st CCLC programming during the school year and summer who demonstrate growth in mathematics on State assessments.

    - **GPRA #2 – Grade Point Average**
      - Percentage of students in grades 7-8 and 10-12 attending 21st CCLC programming during the school year and summer with a prior-year unweighted Grade Point Average (GPA) of less than 3.0 who demonstrated an improved GPA.

    - **GPRA #3 – School Day Attendance**
      - Percentage of students in grades 1-12 participating in 21st CCLC during the school year who had a school day attendance rate at or below 90% in the prior school year and demonstrated an improved attendance rate in the current school year.

    - **GPRA #4 – Behavior**
      - Percentage of students in grades 1-12 attending 21st CCLC programming during the school year and summer who

experienced a decrease in in-school suspensions compared to the previous school year.

- **GPRA #5 – Student Engagement in Learning**
  - Percentage of students in grades 1-5 participating in 21st CCLC programming in the school year and summer who demonstrated an improvement in teacher-reported engagement in learning.

Assistance, training, and support will be provided to all subgrantees to support in submitting the necessary reports and program evaluation data. Failure to submit required reports by the requested date may lead to suspension or closure of the program. Late submissions of required reports during the grant period will negatively affect future grant applications.

CONFLICT OF INTEREST

A conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest. Program administrators (program directors and site coordinators) should make every effort to avoid conflict of interest situations within the program. To ensure transparency, **program administrators and all staff are required to fill out a *Conflict of Interest Disclosure Form* before employment can take place.** Even if a conflict does not exist, a completed form must be kept on file, in Indistar, within the Conflict of Interest folder for every person on staff. The *Conflict of Interest Disclosure Form* is found in Indistar under Complete Forms. Within the 21st CCLC program, conflicts of interest could include but is not limited to:

- Having an immediate family member of a program administrator work for the program in any capacity. Immediate family member which includes but is not limited to a spouse, child, in-law, sibling, and/or parent;
- Employing immediate family members as contract labor for enrichment services;
- Purchasing supplies from a company that a program employee has a financial interest in;
- Immediate family members serving in program administrator roles; and
- Immediate family members of the fiscal agent that work for the 21st CCLC program.

Failure to disclose conflicts of interest could result in required dismissal of employee, program suspension, or closure.

SUSTAINABILITY OF PROGRAM *§4204(b)(2)(G)*

It is a goal of the 21st CCLC grant and DESE that programs build capacity and sustain it once the grant period ends. Assistance, training, and support by DESE and other designated entities will be provided to all subgrantees to assist programs in building capacity to support sustainability once the grant period ends. Programs must provide a

Sustainability Plan and provide yearly updates for how the community learning center will continue after 21st CCLC funding ends. Within the plan and updates, programs must describe and provide evidence of program administration identifying resources and partnerships for current grant year and in the future.

GENERAL EDUCATION PROVISIONS ACT (GEPA)
Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each applicant to include in its application a description of the steps the applicant proposes to take in order to ensure equitable access to, and participation in, its Federally-assisted programs for students, teachers, and other program beneficiaries with special needs.

GEPA allows applicants discretion in developing and describing the activities that are occurring to meet this requirement. The statute highlights six types of barriers that may impede equitable access or participation: **gender, race, national origin, color, disability, or age**. Based on local circumstances, LEAs/CBOs/FBOs should determine whether these or other barriers may prevent their students, teachers, etc. from such access or participation in the Federally-funded project or activity.   The LEAs/CBOs/FBOs may use information they have obtained through their comprehensive needs assessment process.   Awarded applicants will have to provide this information yearly on the Program Assurances Form. Information to support writing a program's statement may be found here:

https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf

PROGRAM ASSURANCES
Programs are required to complete 21st CCLC Program Assurances Form each year assuring compliance with the current local, State and Federal law and guidelines. This form is signed and dated by the appropriate official and uploaded to *Indistar.*

STUDENT TRANSPORTATION
21st CCLC program funds may be used to transport students to the program, from the program, and on approved field trip activities. When school district vehicles are used, the 21st CCLC program will reimburse the district based on daily mileage of the route traveled for the program. The total miles driven will be multiplied by the current transportation rate determined each year by DESE. Beginning January 1, 2021, the current maximum rate per mile that can be used by buses is $2.18.

The maximum amount that can be budgeted for transportation in the yearly budget is $25,000. Prior approval from DESE must be received for any amount greater than $25,000. The *Transportation Mileage Form* located in Indistar must be used for reimbursement costs to be allowable and all required signatures must be on each form before it is submitted to DESE. The *Transportation Summary Form* located in Indistar should be kept monthly by the program administrators and turned in completed with the yearly final budget.

21st CCLC programs that do not have access to school district vehicles, may contract with a transportation company for services. 21st CCLC grant funds may not be used to pay bus driver salaries, fuel or use of buses.

AMENDMENT PROCESS
Upon approval from DESE, programs can amend areas of the awarded grant except for the grant awarded goals. Areas that can be amended, but are not limited to, are the targeted schools, attendance goals, and other areas noted by DESE. When programs want to make allowable changes to the awarded grant, the program must notify and review with DESE the reason for the amendment. If DESE finds the request reasonable and necessary, the program will go through the Amendment Process. The program must write a narrative that consists of the following components below:

- Provide the purpose for amending the grant. If program is amending the grant to add students, it must include the additional students' targeted school(s) and/or grade levels. (*Please note: A grant can serve no more than 3 targeted sites (schools) within an LEA).*
- If adding targeted site(s), describe and provide data on how the program has had success supporting the academic growth and achievement of the current grant awarded site(s).
- If adding students, describe how the program will provide academic and allowable supports for the additional students based on their student and school data.
- Describe any financial burden (increase or decrease) the program will incur with the changes (*For example: Transportation, salaries/benefits, materials and supplies, etc.)*
- If adding targeted schools, provide a Letter of Commitment or Memorandum of Understanding (MOU) as documentation of the targeted school's support. The principal's signature and support is required to demonstrate the necessity of the changes to the program.
- Provide details of an on-going communication plan with school staff, parents, families, and community members about the needs and supports for changes.

After the narrative and additional support documents have been completed, the program should email them to DESE 21st CCLC Program Director to review for further guidance and approval/disapproval.

FORFEITING GRANT
If at any time a program wishes to forfeit the grant during the five year grant cycle, the program must notify the 21st CCLC SEA Program Director immediately to discuss what options are available to the program. An official letter stating the reason for discontinuing the program should be sent to the 21st CCLC Program Office.

APPLICATION APPEALS PROCESS
Applicants that wish to appeal a grant award decision must submit a letter of appeal to DESE. Appeals are limited to the grounds that DESE failed to correctly apply the standards for reviewing the application, as specified in the Request for Applications

(RFA). **Appeals based on a disagreement with the professional judgment of the grant reviewers will not be considered**.

The appellant must file a complete written appeal, including the issue(s) in dispute, the legal authority or another basis for the appeal position, and the remedy sought. The letter must have an original signature of the authorized agent who signed the application. An original and two copies of the appeal should be delivered or mailed to:

Office of Federal Programs
21st CCLC Program Office
Division of Elementary and Secondary Education
Arkansas Department of Education
Four Capitol Mall
Mail Slot, 26
Little Rock, AR 72201

The Department must receive the letter of appeal within 30 calendar days of the *Notification of Grant Award* announcement. Upon review of the appeal, a response will be provided to the complainant within 30 days.

TRAININGS AND CONFERENCES
The following 21st CCLC staff will be required to attend the following trainings. The SEA 21st CCLC also provides on-going training and technical assistance throughout the year. The link below provides the training information and recordings (if applicable) for supports that 21st CCLC staff can participate in to enhance their knowledge and skills for out-of-school time programming.

https://docs.google.com/document/d/1_B6nQYcSqQC8L3QbRuN3M91o02ruUkR7w3Qd Zvicnwo/edit

Required Trainings or Conferences	Staff Required to Attend	How Often
Virtual New Grantee Discretionary Training (when awarded grant)	Program Director, Site Coordinator, **AND** bookkeeper or other finance staff	Must attend prior to receiving grant **June 29, 2021 1:00pm – 3:00pm** **or** **June 30, 2021 1:00pm – 3:00pm**
Arkansas 21st CCLC Summer Training Series *(Virtual)*	Program Director and a minimum of one additional staff member *(unless other directives are given)*	**June – July 2021**

Virtual Program Quality Improvement and Evaluation Orientation for New Grantees	Maximum of two staff members to include the Program Director **OR** Site Coordinator	Must attend during the first year of grant **August 19, 2021** **1:00pm – 3:00pm**
Virtual Program Quality Improvement and Evaluation Orientation for Returning Grantees	Maximum of two staff members to include the Program Director **OR** Site Coordinator	Must attend during years 2-5 of grant cycle **August 26, 2021** **1:00pm – 3:00pm**
Virtual Program Quality Assessment Basics	Maximum of two staff members to include the Program Director **OR** Site Coordinator	Must attend during the first year of grant **September 14-15, 2021** **9:00am – 12:00pm** *(both days)*
Virtual Beyond Program Quality Assessment Basics	Maximum of two staff members to include the Program Director **OR** Site Coordinator	Must attend during years 2-5 of grant cycle **September 22, 2021** **8:00am – 12:00pm**
CPR Training	Maximum of three staff members unless approval has been received by DESE, in writing, for additional staff	As needed to keep up with certification

Subgrantees *are not be required* to attend the following trainings, but it is highly recommended:

Trainings or Conferences	Staff who can attend	How Often
National conference focused on out-of-school time. Minimum of two staff members to include the Program Director **OR** Site Coordinator (**May** attend one of the following: Beyond School Hours, National Afterschool Association Conference, Ready by 21, Boost, and USDE 21st CCLC Summer Symposium). *The option for a program to attend one of these trainings is not required,*	Maximum of two staff members to include the Program Director **OR** Site Coordinator	Annually

but is highly recommended. *Programs in Years 1-2 (3 Year Grants) and Years 1-4 (5 Year Grants) of their grant cycle are allowed to attend out-of-state conferences.*		

Prior approval is not required for DESE trainings listed, but individuals attending must register, if required. Prior approval is required for attendance to an out-of-state conference, training, and/or professional development. The *Conference/Professional Development Attendance Request Form* should be submitted to DESE for review and approval before any registration or accommodations are made for the conference. Lack of prior approval will result in non-reimbursement. The *Professional Development (PD) and Training Staff Documentation Form* must be completed and approved by supervisor before and after the PD. This completed form should be submitted along with the employee's timesheet and PD documentation (*if applicable, completed training/PD certificates, detailed agendas, etc.).*

Grant funds can be used to pay for travel expenses to required trainings if it is 50 miles or more away from the 21st CCLC program site. Please follow 21st CCLC Guidance, Government Per Diem and/or District Guidelines for travel. Program employees can claim hours worked **for attending DESE required trainings** if they are not being paid under district or non-district contracts. Employees cannot claim hours for reimbursement for attending conferences, trainings, and/or professional development that is not required unless DESE has given prior approval.

PROFESSIONAL DEVELOPMENT, STAFF TRAININGS AND MEETINGS
Prior approval is required for professional development (PD) and trainings that have not been given approval from DESE. *Professional Development and Training Staff Documentation Form* should be completed and submitted with other required documentation. Staff meetings do not have to receive prior approval. Meetings outside of program time should be documented on the *Documentation of Time Worked During Non-Programming Hours Form* and submitted with timesheet. Sign-in sheets, detailed agendas, and other documentation should be kept on file for the meetings and can be requested at any time. Virtual/Online PD must follow the same documentation and approval process as on-site PD.

PRIVATE SCHOOL CONSULTATION
All students from the targeted site are eligible to participate in 21st CCLC programs on an equitable basis, including private school students and their families residing in the attendance area of the targeted school. Subgrantees must document consultation with private school officials during the design and development of the 21st CCLC program and yearly on subjects such as how the student's needs will be identified and priority must be given to students at risk of academic failure, including English language learners,

students in special education and students with social and emotional needs. Services may be provided for students in pre-kindergarten (who attend the grant awarded site) through 12th grade.

Programs should submit to DESE private school consultation documentation yearly as evidence of consulting with private school(s) in the attendance zone of the targeted school. If a private school student does not have a State ten-digit identification number and lives in the targeted school's attendance zone, the program should follow the e-finance guidelines with the district to obtain it for participation in 21st CCLC program.

PROGRAM POLICIES AND PROCEDURES

Programs should have well written documented policies and procedures that provides students, families, staff, communities and other stakeholders' information, expectations, timelines, etc. about the program. Policies and procedures should address everything that pertains to the daily, monthly, and yearly operations of the program. This could include but are not limited to the following:

- Program requirements
- Student enrollment procedures
- Emergency Safety Plan and Procedures (including drills, health guidance, protocols, etc.)
- Student behavior policies
- Student and staff attendance polices
- Staff hiring requirements and job descriptions
- Family and community communication procedures
- Program structure (start/end times, activities, transitions, etc.)
- Transportation safety and schedule
- Meal/Snack Schedule

PROGRAM MONITORING AND EVALUATION

All 21st CCLC subgrantee programs are required to undergo periodic monitoring and evaluation in conjunction with the State educational agency's overall evaluation plan, to assess the program's progress toward achieving the goals of providing high-quality opportunities for academic enrichment and overall student success.

The results of program evaluations shall be:
1. Used to refine, improve and strengthen the program or activity and to refine the performance measures;
2. Made available to the public upon request; and
3. Used by the state to determine whether a subgrantee is eligible to be renewed.

Program monitoring and evaluation will include a risk assessment, regular desk monitoring, and/or on-site/virtual monitoring that evaluates fiscal and programmatic compliance. The risk assessment will also be completed monthly and annually to assist DESE in identifying 21st CCLC programs that may be at risk of non-compliance of State or Federal laws or requirements. Evidence for the risk assessment will be collected throughout the school year and scores updated to reflect new information. All 21st CCLC

programs earning 30 points or more on the risk assessment will be considered high risk for on-site/virtual monitoring *(See Appendix E for 21st CCLC Risk Assessment and Desk/On-Site Monitoring Tools).*

Programs will be visited based on identified risks, a sampling or predetermined cycle, difficulty resolving issues during desk monitoring, or a request from the Superintendent or Secretary of DESE. Programs will be evaluated as higher risk or lower risk to determine the need for on-site/virtual monitoring. Generally, new programs would require closer monitoring. Based on results of during-the-award monitoring and audits, an existing program may warrant closer monitoring. Examples of a risk can be one of the following: (1) a history of non-compliance as a 21st CCLC program on program requirements, (2) new personnel, (3) programming provided for sites other than the targeted site(s) in the awarded application, (4) attendance goals from awarded grant not met and (5) a written complaint was received by DESE about the program.

DESE will assess programs fiscal and programmatic compliance by reviewing items such as budget approvals, salary and monthly expenditures, required data reporting, periodic on-site/virtual visits to ensure compliance with state and federal regulations, the original grant application, and timely submission of required reports/data. If non-compliance is determined, it will be documented during desk monitoring on the DESE 21st CCLC Monthly Compliance Report. If there is no remedy of the non-compliance documented during desk monitoring, a documented DESE On-Site Monitoring will occur to provide support to remedy non-compliance. Programs choosing not to remedy non-compliance documented by DESE may be placed on probation and required to implement a compliance plan, suspended, non-renewed or closed. Misuse of funds will result in program closure.

Before and during monitoring, findings and/or recommendations are noted. After monitoring, a report is sent to the site about the evidence observed and reviewed during the monitoring. The report is maintained in the SEA records retention. If there are recommendations made by SEA in writing on the report, the SEA will collaborate with the site to ensure those items are corrected and/or implemented if evidence of no implementation was found.

If there are findings and/or corrective actions made by SEA, the SEA will collaborate with the program in writing a corrective action plan that identifies the following: (1) The risks associated with the findings, (2) the controls (written standard operating procedures) to minimize the risk in the future, (3) identification of person(s) responsible for monitoring implementation of the control, and (4) evidence that the control is in place.

The program is given six-months to remedy or show progress made on the noted findings and/or implementation of corrective action plan. Near the end of the six-month period, the SEA will request a report on the status of the controls put in place for the identified risks. The SEA will also monitor the site to ensure that the site is in good standing not only with the risks identified, but also with all programming and fiscal compliance. After the six-month review process and the program has remedied identified risks, the SEA will provide the site with a letter stating the site is in good standing with the controls put in

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place for the identified risks. If controls put in place have not been remedied, the SEA will follow the next steps within the EDGAR (§200.339).

END OF YEAR REPORTS (Grant Performance Report and Sustainability Plan Reports)

All programs will be required to complete a yearly Grant Performance Report and provide updates during the year towards the Sustainability Plan. As part of the annual continuation process, attendance, program performance data, updated plan for sustainability, and other required data (Required Data Reporting Section) will be reviewed for each subgrantee. Possible results of this review include full reimbursement of program payments, partial reimbursement with conditions, probationary status, implementation of a performance and/or corrective action plan and/or discontinuation of funding. These reports should be uploaded to Indistar in the appropriate folder.

NOTICE: Failure to comply with federal, state or grant guidelines may lead to implementation of a compliance plan, reduction of allocation, non-reimbursement, repayment of misused funds by the grantee and/or suspension or closure of the program.

Misuse of funds may result in program closure.

Any deviation from these guidelines could result, without limitation, in the following:
1. Referral of an ethics complaint to the Arkansas Department of Education Professional Licensure Standards Board;
2. Referral to Arkansas Legislative Audit;
3. Referral to the Prosecuting Attorney in the district where the program is located;
4. Referral to the Federal Bureau of Investigation.

Appendix A: DESE CONTACTS

For assistance with matters concerning the 21st CCLC grant program, please contact:

Name	Position	Contact Information
Wendy Wilson	**Program Director**	**501-683-3442** **Wendy.wilson@ade.arkansas.gov**
Michael Vincent	**Program Coordinator**	**501-683-1032** **Mike.vincent@ade.arkansas.gov**
Beonica Williams	**Program Quality Advisor**	**501-683-1029** **beonica.williams@ade.arkansas.gov**
Beverly Jones	**Administrative Assistant**	**501-683-4497** **Beverly.jones2@ade.arkansas.gov**

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Appendix B: Definitions

Nita M. Lowey 21st Century Community Learning Center (21st CCLC) – 21st CCLC assists students in meeting state and local academic achievement standards, by providing the students with opportunities for academic enrichment during non-school hours.

Afterschool – For purposes of ease and flexibility in 21st CCLC grant guidelines, the term 'afterschool' may be used interchangeably with any time outside of the normal school day, week, or year.

Arkansas Department of Education (ADE) – The state governmental education agency for the State of Arkansas charged with determining policies, and directing administration and supervision of the public school system of Arkansas. The ADE Division of Elementary and Secondary Education (DESE) has identified five guiding principles that support educators, business leaders, communities, and students in their efforts to help all Arkansans develop these critical skills. The principles represents skills needed to thrive at home, school, on the job, and in the community are: Growth (manage yourself), Understanding (know yourself), Interaction (build relationships), Decisions (make responsible choices), and Empathy (be aware of others).
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Community Based Organization (CBO) – A private entity which is representative of a community or significant segments of a community and which provides educational or related services to individuals in the community.

Division of Elementary and Secondary Education (DESE) - is a division of the Arkansas Department of Education (ADE) that provides leadership, support and service to schools, districts and communities so every student graduates prepared for college, career, and community engagement.

Education Department General Administrative Regulations (EDGAR) – The U.S. Department of Education code of federal regulations; these regulations may be reviewed at http://www.ed.gov/offices/OCFO/grants/ edgar.html.

External Program Quality Assessment (EPQA) – A validated instrument created by the David P. Weikart Center for Youth Program Quality, designed to evaluate the quality of youth programs and identify staff training needs.

Faith Based Organizations (FBO) – Non-public school district entity such as churches, religious or parochial schools, and other faith based groups.

Family Members: Family members of students served in the 21st CCLC program.

Federal Fiscal Year – The Federal fiscal year is October 1st – September 30th each year.

General Education Provisions Act - Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each applicant to include in its application a description of the steps the applicant proposes to take in order to ensure equitable access to, and participation in, its Federally-assisted programs for students, teachers, and other program beneficiaries with special needs.

Government Performance and Results Act (GPRA) – The measures established by Congress to assess the performance of the 21st CCLC program. The U.S. Department of Education reports annually on these measures to Congress.

Local Education Agency (LEA) – A public school or school district located within the applicant community.

Office of Management and Budget (OMB) – The United States Office of Management and Budget oversees the performance of federal agencies, and administers the federal budget. To view circulars detailing cost principles and uniformity for the use of federal funds, please visit the Office of Management and Budget at http://www.whitehouse.gov/omb.

Online Scores Reporter – A web-based, data reporting program available to network and program site leaders using the Youth or School-Age PQA as part of quality improvement efforts.

Program Improvement Plan - An on-going plan, revised annually, to create and sustain a continuous cycle of program improvement based on data from program quality assessments and other data sources.

Program Year – The program year for 21st CCLC is June 1st – May 31st each year. Activities and data collected for the program is within this timeframe.

Service-Learning: An evidence-based teaching and learning strategy that integrates meaningful service with youth leadership, academic instruction, and guided reflection to enrich the learning experience, teach civic and personal responsibility, and strengthen communities.

State Educational Agency (SEA) – The state governmental education agency charged with determining policies, and directing administration and supervision of the public school system of a given state.

State Fiscal Year – The State fiscal year is July 1st – June 30th each year. Program budgets are set for this timeframe. Budgets outside of this timeframe, must have prior approval from the SEA.

Subgrantee: The name of the organization that acts as the fiscal agent for the grant.

Supplant – 21st CCLC funding shall not take the place of (*supplant)* state, local, and other federal funds.

Supplement – 21st CCLC funding shall increase the level of services (*supplement)* state, local, and other federal funds.

Uniform Grant Guidance (UGG) – 2 CFR, Part 200 - The Uniform Guidance streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. It was published in the Federal Register (79 Fed. Reg. 75871) on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014. Please note the new regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new Federal fiscal year or a continuation grant.

United States Department of Education (USDE) – The agency of the federal government that establishes policy for, administers, and coordinates most federal assistance to education.

Youth Program Quality Assessment (YPQA) – A validated instrument created by the David P. Weikart Center for Youth Program Quality, designed to evaluate the quality of middle and high school youth programs and identify staff training needs.

Youth Program Quality Intervention (YPQI) – A data-driven, continuous improvement model for afterschool systems created by the David P. Weikart Center for Youth Program Quality.

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Appendix C: Expenditure Codes for LEAs

The following codes may be used for 21ˢᵗ CCLC expenditures. Each grant is assigned one (1) location code to use for all expenditures.

Salaries & Benefits
- Certified Salary: 6441-1511-xxx-000-00-61110
- Certified Social Security: 6441-1511-xxx-000-00-62210
- Certified Medicare: 6441-1511-xxx-000-00-62260
- Certified Teacher Retirement: 6441-1511-xxx-xxx-xx-62310
- Classified Salary: 6441-1511-xxx-000-00-61120
- Classified Social Security: 6441-1511-xxx-000-00-62220
- Classified Medicare: 6441-1511-xxx-000-00-62270
- Classified Teacher Retirement: 6441-1511-xxx-xxx-xx-62320

Enrichment Purchase Services: 6441-1511-xxx-000-00-63210

Travel and Conferences
- Conference Fees: 6441-2213-xxx-000-00-633?? (Use an object code below)
  - 63310 Certified Professional Employee Training and Development Services
  - 63320 Classified Professional Employee Training and Development Services

- Travel Expenses: 6441-2213-xxx-000-00-658?? (Use an object code below)
  - 65810 Certified Travel (Required)
  - 65820 Classified Travel (Required)
  - 65830 Certified Out of District Travel
  - 65840 Classified Out of District Travel
  - 65850 Certified Out of State Travel
  - 65860 Classified Out of State Travel
  - 65870 Non-Employee Travel (Required)
  - 65880 Travel Meals
  - 65890 Travel Lodging

Supplies and Equipment
- Supplies Under $1000: 6441-1511-xxx-000-00-66100 (General Supplies and Materials)
  - Expenditures for all supplies and materials (other than those listed below) for the operation of the district, including freight and cartage.
    - 66107 Low Value Equip Supplies (Less than $1,000 Unit Cost).
      - Expenditures totaling $500.00-999.99 for supplies and materials used in the operation of the district.
      - For user who wants to keep this value range as "low value equipment" but per ADE guidelines it is expensed as supplies.
    - 66110 General Supplies

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- • 66111-66119 District-Defined General Supplies

- • Technology Supplies (Under $1000): 6441-1511-xxx-000-00-66527
  - ○ 66527 Low Value Equipment Technology Supplies (Less than $1,000 Unit Cost)
- • Equipment ($1000 and Over): 6441-1511-xxx-000-00-67340

Indirect Costs: 6441-5500-**000**-000-00-68400
- • Refer to AR Grant Guidance

Background Checks: 6441-2576-xxx-000-00-68102

Transportation Expenditure Allocations: Effective Fiscal Year 2021, grants that allow transportation expenditure allocations for transporting students will code such allocation expenditures as follows:

Currently, the Nita M. Lowey 21st Century Community Learning Centers, Title IV, Part B (Fund Source 6441) is the only grant applicable for this code. Instead of moving fuel and/or other bus expenditures from operating to Fund 6441, this expenditure calculation will be an allowable transfer of funds from Fund 6441 to Fund 2001. The Federal Grants Management Unit will be providing and training any change in the calculation rate for such transportation expenditures.

Transfer for Program/Grant Transportation Expenditure Calculation/cost for transporting students for program/grant. Out of Federal Fund INTO State Fund
Transfer OUT of FED Fund 6XXX to STATE Fund '2001':   6441-5200-000-000-00   69326 (4th digit in exp. object indicates the transfer is going to a Fund '2')
Transfer IN to State 2001 Fund from Fund 6441 :   2001   52606 (3rd digit in revenue code indicates the transfer 'in' came from a Fund '6') EDIT/Validation: Transfers OUT 69326 must equal Transfers IN 52606.

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Appendix D: Background Check Instructions

❑ **Please refer to the link below for instructions on completing all three checks (LEAs only).**
http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/background-checks

❑ **Arkansas Child Maltreatment Central Registry (ALL PROGRAM STAFF MUST COMPLETE)**
   o   Please refer to the link below for instructions on how to complete.
http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/background-checks

❑ **Arkansas State Police and FBI (CBOs and FBOs)**
   o   Go to the State Police website, select **"Services and Programs,"** select **"Criminal Background Checks,"** select **"Go to Criminal Background Checks."**
      •   This takes you to the login page.

   o   Organizations can
      •   Create an account to process background checks online by subscription **(clicking on "Subscribe Online") OR**
      •   Submit a paper form for background check by filling out the form **(click on "Use this Form")** and mail to the address provided on the bottom of the form.

   o   Volunteer and Non-Volunteer forms for background checks can be found on the Arkansas State Police Website and within Indistar under the Resources Section.

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Arkansas Nita M. Lowey 21st Century Community Learning Centers (CCLC) Grant
Division of Elementary and Secondary Education (DESE)
Arkansas Department of Education (ADE)
Programmatic Risk Assessment Form
(Completed for all current grantees for the fiscal year)

A risk assessment will be completed monthly to assist DESE in identifying 21st CCLC programs which may be at risk of not being in compliance with State or Federal laws or requirements. Evidence for the risk assessment will be collected throughout the school year and scores updated to reflect new information. **All 21st CCLC programs earning 30 points or more on the risk assessment will be considered high risk for a deeper data dive and/or on-site monitoring.**

RISK CRITERIA	VALUE	POINTS EARNED
New grantee, program administrative staff turnover, and/or program amendments	10	
Late or incorrect submissions of budgets (beginning, mid-year (semi-annual expenditure report), and final (final expenditure report)), monthly expenditures, monthly salary documentation, daily/hourly attendance, required State ten-digit identification (ID), inventory reports, and/or other required reports noted in the guidance	15	
Late or incorrect submissions on Summer, Fall, and Spring Annual Performance Report (APR) Data, Program Quality Assessment (PQA) Program Improvement Plan, Grant Performance Report, and/or Sustainability Plan	15	
Program carryover is greater than 15% of yearly allocation	15	
Programming for school sites other than the targeted site within the grant awarded application *(This is only for sites who have not gone through the amendment process to be reviewed for providing programming for additional sites)*	10	
Average Daily Attendance goal from the grant awarded application for the targeted site has not been met by the end of year two	20	
DESE receives a written complaint	15	
TOTAL POINTS	**100**	

DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
ARKANSAS DEPARTMENT OF EDUCATION
Nita M. Lowey 21st Century Community Learning Centers
Monitoring Review
On-Site Visit
2021-2022

Program monitoring is based on identified risks, a sampling or predetermined cycle, difficulty resolving issues during desk monitoring, or a request from the Superintendent or Secretary of DESE. All programs are required to be monitored during the grant cycle. Supporting documents that provide evidence of implementation should be uploaded to **Indistar under the Monitoring Folder. All personal identifiable information should be removed or marked out before uploading documentation. Provide a file for each indicator within the folder. Please name each file upload with the indicator number and name. For example, Indicator 1 – Program Schedule.**

Grantee:	
Program Director:	
Site Coordinator:	
Personnel Present:	
Date Visited:	
DESE Staff:	

Monitoring Tool Indicators
1. **Program Schedule**
2. **Safe Environment**
3. **Communication and Services**
4. **Academic Achievement**
5. **Program Operations**
6. **Daily Operations**
7. **Evaluation**
8. **Sustainability**

1. Program Schedule	Acceptable Evidence	Program's Evidence of Implementation
1.1 Provide evidence that students have the opportunity to participate in at least 300 program hours before or after the traditional school day over the course of a year. 1.2 Provide evidence that the program supplements and not	Yearly Site Profile and Calendar Program Master Schedule documents program times and the amount of hours planned for programming during out-of-school time.	

supplants regular school day requirements. §4204(a)(2)(B)	21st CCLC programming provides supplemental support and does not mimic the regular school day.	

2. Safe Environment	**Acceptable Evidence**	**Program's Evidence of Implementation**
2.1 Provide evidence of the program taking place in a safe and easily accessible facility and students participating in the 21st CCLC program travel safely to and from the site and home. Provide evidence that the Safety Plan (policies, procedures, drills, and safe dismissal) is clearly written and made known to all students, staff, and parents. §4204(b)(2)(A)(i)-(ii)	Written policies, procedures, and regulations for health, fire, safety, pick-ups/drop-offs, parental/guardian consents, transportation, field trips, food, medical, emergency drill records, and other emergency procedures are clearly listed, posted and widely disseminated. Policies will conform to applicable local and State standards and guidelines.	
2.2 Provide evidence that the program has a system for signing children in and out of the 21st CCLC program, for locating students at all times, and evidence to indicate the safety of the students is being addressed. §4204(b)(2)(N)	Written policies/procedures, student tracking system, daily student attendance records, etc.	
2.3 Provide documentation that all staff and volunteers have completed Background and Child Maltreatment Checks.	Program director and/or the district office has documentation on file that every 21st CCLC employee and volunteer has met all Background and Child Maltreatment Checks required.	

3. Communication and Services	**Acceptable Evidence**	**Program's Evidence of Implementation**
3.1 Provide a description of how the 21st CCLC program disseminates information about the program (including its location) to the community in a manner that is understandable and accessible. §4204(b)(2)(A)(iii)	Program handbook, email, social media, website, press releases, correspondence, bulletin postings, meetings (agendas, minutes, and sign-in sheets), etc.	

3.2 Provide evidence of program leadership ensuring ongoing communication between program staff and students and their families regarding student progress. §4204(b)(2)(A)(iii)	Progress reports (academic and behavioral), meetings (agendas, sign-in sheets, and minutes), correspondence, homework logs, etc.	
3.3 Provide evidence of how program leadership ensures ongoing communication between afterschool staff and regular school staff, teachers, and administrators.	Emails, phone calls, meetings (agendas, sign-in sheets, and minutes), etc.	
3.4 Program meets with parents, students, public and private community members. §4204(b)(2)(N)	Meeting agendas, sign-in sheets, minutes, correspondence, etc.	

4. Academic Achievement	Acceptable Evidence	Program's Evidence of Implementation
4.1 Provide evidence of how all program activities are expected to improve student academic achievement as well as overall student success. §4204(b)(2)(D)(ii)	Student data (achievement, assessment, behavioral, activities, etc.). Student and family feedback	
4.2 Provide evidence of how the program is aligned with the challenging State academic standards and any local academic standards. §4204(b)(2)(D)(ii)	Lesson plans, pacing guides, and other forms of documentation that demonstrate alignment with State and local standards.	

4.3 Provide evidence of how the activities will meet the following measures of effectiveness:
  1. Program is based upon an assessment (needs assessment) of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities;
  2. Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality
	Data from yearly needs assessment is collected and used to make documented decisions about students and the program activities.
	
	Documentation of performance measures for each student and subgroup being reviewed regularly (Data meeting schedules/agendas with staff, students, and/or stakeholders).
	
	Documentation of activities in the program are based	

academic enrichment opportunities; 3. Program is based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local standards; 4. Ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students; 5. Collect the data necessary for the measures of student success. §4204(b)(2)(E)	upon an established set of performance measures. Documentation that program activities are evidence-based and helps enrolled students successfully meet the local and State standards (Curriculum guides, pacing guides, lesson plans, activities, etc.). Documentation that provides the program's measures for student success and demonstrates how they are aligned to the regular academic program of the targeted school and the academic needs of the enrolled students (Curriculum guides, pacing guides, lesson plans, activities, etc.). Documentation of student data collection process (Program staff data collection meetings, schedules, spreadsheets, etc.).	
4.4 Provide evidence of the program using best practices, including research or evidence-based practices, to provide educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development of the student. §4204(b)(2)(J)	Curriculum guides, pacing guides, lesson plans, activities, etc. documenting research and evidence-based practices. School day offerings vs. out-of-school time offerings.	
4.5 Provide evidence of how the program is supporting and monitoring students' academic growth and achievement. §4204(b)(2)(E)	Progress reports, assessment data, achievement of student performance measures, etc. Program's data monitoring process to review student growth and achievement.	

4.6 Provide evidence of staff participating in on-going professional development and trainings specific to the 21st CCLC program. §4204(b)(2)	Description of trainings (agendas, sign-in sheets, minutes, etc.) and training handouts. Professional development plan/calendar for entire program staff (whole group and individualized). Documentation of trainings and professional development opportunities align and support the achievement of grant awarded goals.	

5. Program Operations §4204(b)(2)(C)	Acceptable Evidence	Program's Evidence of Implementation
5.1 Provide evidence of how the program is coordinating Federal, State, and local programs to make the most effective use of public resources (Coordination of Funds). §4204(b)(2)(C)	Other sources of funding or resources used in conjunction with 21st CCLC funds to support and achieve program goals.	
5.2 Provide evidence of how the program is actively collaborating with the school(s) that participating students attend (including through the sharing of relevant data among the school(s)), all participants of the program, and any partnership entities in compliance with applicable laws relating to privacy and confidentiality. §4204(b)(2)(D)(i)	Meetings (agendas, minutes, and sign-in sheets). Yearly/monthly/weekly/daily schedule of collaboration meetings with targeted school(s). Policies regarding student/stakeholder privacy (student and personnel data and other related records).	
5.3 Provide evidence that the program is targeting students from the targeted school identified in the grant awarded application. §4204(b)(2)(F)	List of school(s) that students, within the 21st CCLC program, attend during the school day.	
5.4 If applicable, provide evidence of the partnership between a local educational agency (LEA), a community-	Co-applicant's (Joint application) documentation of services and activities.	

based organization (CBO), and another public entity or private entity. §4204(b)(2)(H)		
5.5 Provide evidence of an evaluation of the community needs and available resources for the community learning center, and a description of how the program continues to address those needs (including working families). §4204(b)(2)(I)	Data from on-going community evaluation and documentation of how the needs are being addressed by the program's stakeholders.	
5.6 If applicable, provide evidence on how volunteers are used in activities carried out through the community learning center and how the eligible entity will encourage and use appropriately qualified persons to serve as volunteers. §4204(b)(2)	Recruitment procedures, job descriptions, background check documentation, training materials, schedules, meetings (agenda, sign-in sheets, and minutes), etc.	
5.7 Provide evidence that the program is offering families of students served active and meaningful engagement in their children's education, including opportunities for literacy and related educational development. §4201(a)(3)	Correspondence with families (flyers/announcements). Family attendance records (sign-in sheets) Documentation of types of activities (literacy, math, educational development, etc.) and schedules of when family engagement activities take place.	
5.8 Program has registration forms for all participants that include student demographics (race/ethnicity, limited English proficiency, new to school, etc.) and attendance records broken down by hourly and daily student attendance. §4204(b)(2)(N)	Registration forms (including student State 10-digit identification number), enrollment forms, attendance forms, 21st CCLC Annual Performance Data, etc. Program and student attendance records accounts for each student's daily and hourly attendance in program. Student attendance records re	

6. Daily Operations	Acceptable Evidence	Program's Evidence of Implementation
6.1 Provide evidence that all students have access to healthy snacks during programming.	Daily snack/dinner log or other documentation Name of healthy snacks/meals provider	
6.2 Provide evidence on program transitions being orderly and timely between activities.	Program master schedule detailing program times, activities, and transitions between activities.	
6.3 Provide evidence of student sign-in and sign-out documentation.	Student sign-in/-out documentation process. Program attendance requirements and policies for students.	
6.4 Provide evidence of maintaining written plans for activities and forms to track student participation in activities. §4204(b)(2)(N)	Process that program director/site coordinator uses to maintain all activity plans. System for tracking student participation in all activities. Lesson plans, program curriculum guides, pacing guides, etc.	
6.5 Provide evidence of accounting for staff attendance.	Sign-in/-out documentation, timesheets, etc. Program director's and site coordinator's process to ensure staff time and attendance is accurately and correctly reported to the SEA 21st CCLC Indistar platform. Program attendance requirements and policies for staff.	
6.6 Provides clear standards for student behavior consistently. §4201(b)(3)(N)	Program student handbook and/or information guide which includes information about student behavior techniques/interventions, classroom discipline rules, incident reports, etc.	
6.7 Provide evidence of how student records are maintained and student information is kept confidential.	Locked and secure location of records and/or secure database. Process for updating student records on a regular basis.	

| 6.8 Provide evidence that all financial records are current such as expenditures, salary reporting, invoices, receipts, inventory, etc. | Program accounting system in place to maintain all financial records.

Program process for reconciling all expenditures. | |
|---|---|---|
| 6.9 Grantee maintains copy of the approved application, amendments, revised budgets, and needs assessment results. | 21st CCLC grant awarded application, approved budget and program amendments (if applicable), needs assessment data, etc. | |
| 6.10 Provide documentation that enrichment activities support the program's curriculum and objectives. | Curriculum guides, pacing guides, and/or lesson plans aligned to grant awarded goals and objectives.

Program activity descriptions demonstrating alignment to the program curriculum which is aligned to the Arkansas State Standards. | |

7. Evaluation	Acceptable Evidence	Program's Evidence of Implementation
7.1 Provide a system of accountability and continuous evaluation to support program improvement. System accounts for parent, participants', and staff satisfaction and uses data to identify necessary changes. §4205(b)(2)	Program modifications, amendments (if applicable), evaluation/monitoring reports, results from program improvement plans, survey and results from key stakeholders, including parents, students, and collaborators/partners, etc.	
7.2 Evaluation findings are regularly and effectively communicated to staff, collaborators, partners, parents, students, and other key stakeholders. §4205(b)(2)(B)(ii)	Evaluation reports, meeting agendas, sign-in sheets, minutes, newsletters/press releases, etc.	

8. Sustainability	Acceptable Evidence	Program's Evidence of Implementation
8.1 Grantee ensures that funds under this part will be used to increase the level of State, local, and other non-Federal	Expenditure reports

Salary/account distribution reports (indicating all funds | |

funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds.	contributing to employee's salary) of all employee salaries paid in whole or in part with federal funds List of all employees paid with Federal program dollars Job descriptions of all Federal program employees	
8.2 Provide a preliminary plan for how the community learning center will continue after 21st CCLC funding ends. Provide evidence of program leadership identifying resources and partnerships for current grant year and in the future. §4204(b)(2)(K)	Sustainability plan documenting how the community learning center will continue after 21st CCLC funding ends. Site provides documentation of program leadership updating the plan yearly to identify resources and partnerships that will support the continuation of the program during and after 21st CCLC funding has ended.	

DESE Compliance Documentation and Notes:

Monthly Salary/Expenditure Uploads in Indistar	
Attendance Reporting	
Conflict of Interest Verification	
APR Participation Outcomes and Survey Data	
Program Quality Assessment (PQA)	
CAYEN	
Other	

Recommendations:

Findings and Corrective Actions:

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Appendix F: Health and Nutrition Programs

For further information about the Health and Nutrition Programs, please visit, www.fns.usda.gov for information from the United States Department of Agriculture.

(501)-682-8869 (Local)

(501)-682-2334 (Fax)

(800)-482-5850 – extension 8869

Appendix G: Common Audit Findings

- Unallowable expenditures

- Not paying appropriate employee taxes

- Inadequate or no supporting documents (itemized receipts) for expenditures

- Timesheets are not typed and corrected in a proper manner

- Incomplete or missing timesheet for employee payroll

- Timesheets missing employee and/or supervisor signature

- Hours logged on timesheets outside of program hours without well documentation

- Overpayment of employees

- Variance in amounts paid and the supporting documentation

- Late fee or interest paid with grant funds

- Program payments written to cash

- Spending funds on non-program related expenditures such as decorative items, promotional items, restaurants, entertainment expenses, prescription drugs, rental house, hotel concierge, in-room movie charges, etc.

- Equipment items valued at $100 or more and have an estimated useful life of greater than one (1) year not included in program's inventory list

- Lack of accountability for equipment or materials

- Lack of appropriate record keeping

- Late or no submission of required reports

- Inaccuracies in financial records

- Hours logged during the school day

- No documentation of student sign-in and out

- No documentation of work for staff planning, professional development, trainings, or meetings

- Adjustments to timesheets without the initials and/or date of the person making adjustments. If it is not the employee making the adjustment, notification was not made to the employee as well.

- Providing programming for students (even in the same district) who do not attend the grant awarded site

- Conflict of Interests
- Serving students who are not enrolled in the 21st CCLC program and lack a ten-digit State identification number
- DUNS Number is not kept in an active status during the grant cycle